

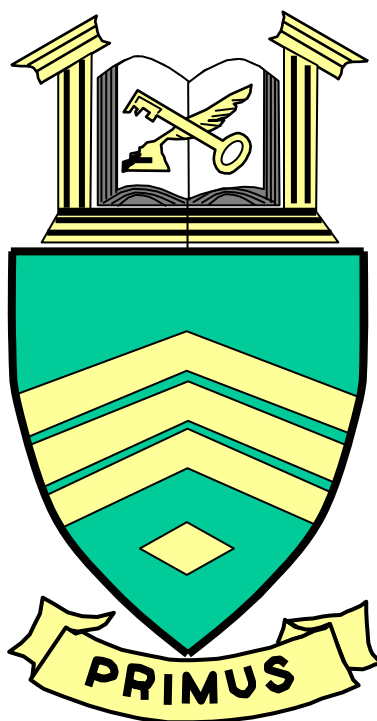
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U667 (052002)

JUN 01

SUPERVISE UNIT PERSONNEL AND ADMINISTRATIVE FUNCTIONS
(DUTY ROSTERS)

PRERESIDENT TRAINING PACKAGE LESSON



Overview

A first sergeant is the key individual to ensure a unit duty roster properly tasks the right person for detail. Preparation, posting, and maintenance of the duty roster (DA Form 6), requires meticulous care and attention to detail. Unequal distribution of duties among detailed soldiers results in a loss of credibility for the chain of command, and it could directly impact upon the morale and combat readiness of your unit. This lesson consists of a Student Handout, Lesson Exercise, and a Solution/Discussion for the Lesson Exercise.

Inventory of Lesson Materials

Prior to starting this lesson ensure you received all materials (pages, tapes, disks, etc.) required for this Training Support Package. Go to the “**This [TSP or Appendix] Contains**” section, on page two of the TSP and the first page of each Appendix, and verify you have all the pages. If you are missing any material, contact the First Sergeant Course Class Coordinator at the training institution where you will attend phase II FSC-TATS.

Point of Contact

If you have any questions regarding this lesson, contact the First Sergeant Course Class Coordinator at the training institution where you will attend phase II FSC-TATS.

PRERESIDENT TRAINING SUPPORT PACKAGE

TSP Number /Title	U667 Supervise Unit Personnel and Administrative Functions (Duty Rosters)
Effective date	JUN 01
Supersedes TSPs	U667, Supervise Unit Personnel and Administrative Functions (Duty Rosters) DEC 99
TSP User	This TSP contains a training requirement that you must complete prior to attending phase II, FSC-TATS. It will take you about 1 hour to complete this requirement.
Proponent	The proponent for this document is U.S. Army Sergeants Major Academy. POC: FSC Course Chief, DSN: 978-8854/8848; commercial: (915) 568-8854/8848.
Comments /Recommendations	Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: ATTN ATSS DCF FSC TATS COMDT USASMA BLDG 11291 BIGGS FLD FT BLISS TX 79918-8002
Foreign disclosure restrictions	The lesson developer in coordination with the USASMA foreign disclosure authority has reviewed this lesson. This lesson is releasable to foreign military students from all requesting foreign countries without restrictions.

**This TSP
Contains**

The following table lists the material included in this TSP:

Table of Contents		Page
Lesson	Section I, Administrative Data	2
	Section II, Introduction/Terminal Learning Objective	4
	Section III, Presentation	5
	Section IV, Summary	5
	Section V, Student Evaluation	6
	Section VI, Student Questionnaire	7
Appendixes	A. Lesson Evaluation and Solutions	Not used
	B. Lesson Exercise and Solutions	B-1
	C. Student Handouts	C-1

SECTION I ADMINISTRATIVE DATA**Tasks
trained**

This lesson trains the tasks listed in the following table(s):

Task number:	121-010-8020
Task title:	Supervise unit personnel and administrative functions (duty rosters),
Conditions:	given a scenario and AR 220-45,
Standards:	IAW AR 220-45.
Task Proponent:	U. S. Army Soldier Support Institute

**Tasks
reinforced**

None

**Pre-
requisite
Lesson(s)**

None

**Clearance and
access**

There is no clearance or access requirement for this lesson.

References

The following table lists reference(s) for this lesson:

Number	Title	Date	Para No.	Additional Information
AR 220-45	Duty Rosters	15Nov75		

**Equipment
Required**

None

**Materials
Required**

None

**Safety
Requirements**

None

**Risk
Assessment
Level**

Low

**Environmental
Considerations**

None

Lesson Approval The following individuals reviewed and approved this lesson for publication and incorporation into the First Sergeant Course--The Army Training System.

Name/Signature	Rank	Title	Date
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Ed Robbs	CNTR	Training Developer	
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Ivan E. Williamson	SGM	Chief Instructor, FSC	
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Gregory L. Knight	SGM	Course Chief, FSC-TATS	
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SECTION II INTRODUCTION

Terminal Learning Objective At the completion of this lesson, you will--

Action:	Maintain a duty roster (DA Form 6),
Conditions:	as a first sergeant in a classroom environment, given a scenario, DA Form 6, and an extract of AR 220-45 (SH-1),
Standard:	maintained a duty roster IAW SH-1.

Evaluation Before entering phase II FSC-TATS, you will receive the end of Phase I Performance Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70 percent of the questions correctly to achieve a GO.

Instructional lead-in In this lesson you will learn to prepare a duty roster, determine the correct person to detail, and properly annotate (post) a unit duty roster.

SECTION III PRESENTATION

ELO 1	Action:	Prepare a duty roster (DA Form 6),
	Condition:	as a first sergeant in a classroom environment, given a scenario, DA Form 6, and SH-1,
	Standard:	Prepared a duty roster IAW SH-1.

ELO 2	Action:	Determine the correct person to detail,
	Condition:	as a first sergeant in a classroom environment, given a scenario, DA Form 6, and SH-1,
	Standard:	Determined the correct person to detail IAW SH-1.

ELO 3	Action:	Properly annotate (post) the duty roster (DA Form 6),
	Condition:	as a first sergeant in a classroom environment, given a scenario, DA Form 6, and SH-1,
	Standard:	Properly annotated (posted) the duty roster IAW SH-1.

- Learning Step/Activity (LS/A) 1, ELO 1, 2, 3**
- Read ELOs 1 thru 3 above.
 - Study Student Handout 1 (Appendix C).
 - Complete Lesson Exercise 1 (LE-1, Appendix B).
 - Compare your responses with the suggested solution found in SLE-1 solution/discussion for lesson exercise 1 (Appendix B).
 - If your response does not agree, review the appropriate reference/lesson material.
-

SECTION IV SUMMARY

Review/Summarize Lesson Upon completion of this lesson you will know the correct procedures for preparing, maintaining, and posting a duty roster to provide a fair and equitable system of assigning details within your unit.

**Transition
to Next
Lesson**

None

**Check on
Learning**

The Lesson Exercise in Appendix B serves as the Check on Learning.

SECTION V STUDENT EVALUATION

**Testing
Require-
ments**

Before entering phase II FSC-TATS, you will receive the end of Phase I Performance Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70 percent of the questions correctly to achieve a GO.

SECTION VI STUDENT QUESTIONNAIRE

Directions

Complete the following actions:

- Enter your name, your rank, and the date you complete this questionnaire.

Name:	Rank:	Date:
-------	-------	-------

- Answer items 1 through 6 below.
- Fold the questionnaire, so the address for USASMA is visible.
- Print your return address, add postage, and mail.

Note: Your response to this questionnaire will assist the Academy in refining and improving this course. When completing the questionnaire, answer each question frankly. Your assistance helps build and maintain the best curriculum possible.

Item 1	Do you feel you have mastered the learning objectives of this lesson?
Item 2	Was the material covered in this lesson new to you?
Item 3	Which parts of this lesson were most helpful to you in learning the objectives?
Item 4	How could we improve the format of this lesson?
Item 5	How could we improve the content of this lesson?
Item 6	Do you have additional questions or comments? If you do, please list them here. You may add additional pages if necessary.

|

ATTN ATSS DCF FSC TATS
COMDT USASMA
BLDG 11291 BIGGS FLD
FT BLISS TX 79918-8002

Appendix B

Index of Lesson Exercises and Solutions

This Appendix Contains

This Appendix contains the items listed in this table--

Title/Synopsis	Pages
LE-1, U667 Supervise Unit Personnel and Administrative Functions (Duty Rosters)	LE-1-1 thru LE-1-8
SLE-1, Solution/Discussion for LE-1	SLE-1-1 thru SLE-1-2

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LESSON EXERCISE 1

SUPERVISE UNIT PERSONNEL AND ADMINISTRATIVE FUNCTIONS (Duty Rosters)

1. In this lesson exercise you will prepare and post a duty roster (manually).
2. Situation: The date is 4 April 1994. You are the new first sergeant for Company C, 3-60 Infantry. One of the platoon sergeants questions the accuracy of the current CQ Runner duty roster. He stated that 1SG Seaton, the previous first sergeant, often made errors in the unit's duty rosters. Your review of the situation proved that there were errors on the last duty roster.

- a. The following information items are for your investigation of the allegations.

Item	Page
MFR, CQ Runners, dated 18 Mar 94	LE-1-3
MFR, CQ Runners, dated 25 Mar 94	LE-1-4
DA Form 6, 22 Feb 94 thru 2 Apr 94	LE-1-5
DA Form 6, 4 Apr 94 thru 13 May 94	LE-1-6
DA Form 6, 3 Apr 94 thru blank date	LE-1-7
Solution/Discussion for LE-1	SLE-1-1 thru SLE-1-2

- b. Use Student Handout 1, and the above listed items, to find the ten errors on the DA Form 6, page LE-1-6. List the errors, and the appropriate reference, in the spaces below.

<u>ERROR DESCRIPTION</u>	<u>PARAGRAPH</u>
<hr/>	<hr/>
<hr/>	<hr/>
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3. Post a corrected duty roster (DA Form 6) for the period 5 thru 17 April 1994. Use the DA Form 6 on page LE-1-7 for this exercise. Consider the following information as you post the duty roster.

- a. SPC Mavity is on ordinary leave 3 thru 10 April 1994.
- b. The duty roster for battalion runner indicates the following:

<u>NAME</u>	<u>DATE</u>	<u>DUTY DESCRIPTION</u>
PV2 Lacroix	4 Apr	* Battalion Runner
CPL Gower	9 Apr	* Battalion Runner

* Unit SOP states soldiers having duty as Battalion Runner are available for duty the following day.

- c. PFC Staggs was AWOL on 3 Apr and returned today. He becomes available for duty immediately.
- d. PV2 Domina has to go on emergency leave 8 thru 11 April 1994.
- e. The Battalion Commander declares 15 April 1994 a training holiday because there were no accidents during March 1994.
- f. Personnel gains and losses include:
 - (1) PFC Norris assigned and joined on 7 April 1994.
 - (2) CPL Turlo assigned and joined on 12 April 1994.
 - (3) SPC Murphy reassigned to Co B, 3-60 Infantry effective 14 April 1994.
- g. Due to detail as unit armorer, CPL Jones is not available for duty as CQ runner.

4. Post a change to Memorandum for Record, SUBJECT: Charge of Quarters (CQ) Runners, dated 25 March 1994. This memorandum will identify scheduled CQ Runners for the period 4 thru 17 April 1994. Using the MFR on page LE-1-8, identify the correct CQ Runners.

AAAA-BBB-C

18 March 1994

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Charge of Quarters (CQ) Runners

1. The following personnel will perform duties as unit Charge of Quarters (CQ) Runner as indicated:

<u>DATE</u>	<u>RANK</u>	<u>NAME</u>
28 Mar 94	PV2	Gulick
29 Mar 94	SPC	Murphy
30 Mar 94	CPL	Brown, R.
31 Mar 94	CPL	Raney
1 Apr 94	PV2	Domina
*2 Apr 94	SPC	Mavity
*3 Apr 94	SPC	Novak

* denotes weekend/holiday duty.

2. Personnel will report to the 1SG at 0800 hours on day of duty for briefing. Personnel having weekend/holiday duty will report to the 1SG at 0800 on 1 April 1994 for briefing.

3. Uniform for duty: BDU.

FOR THE COMMANDER:

CHARLIE R. SEATON
1SG, USA
First Sergeant

DISTRIBUTION:

1-each person detailed
1-CQ Instruction Book
1-file

AAAA-BBB-C

25 March 1994

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Charge of Quarters (CQ) Runners

1. The following personnel will perform duties as unit Charge of Quarters (CQ) Runner as indicated:

<u>DATE</u>	<u>RANK</u>	<u>NAME</u>
4 Apr 94	PFC	Russell
5 Apr 94	SPC	Novak
6 Apr 94	CPL	Brown, H.
7 Apr 94	PFC	Irwin
8 Apr 94	PV2	LaCroix
*9 Apr 94	PV2	Domina
*10 Apr 94	PFC	Russell

* denotes weekend/holiday duty.

2. Personnel will report to the 1SG at 0800 hours on day of duty for briefing. Personnel having weekend/holiday duty will report to the 1SG at 0800 on 8 April 1994 for briefing.

3. Uniform for duty: BDU.

FOR THE COMMANDER:

CHARLIE R. SEATON
1SG, USA
First Sergeant

DISTRIBUTION:

1-each person detailed
1-CQ Instruction Book
1-file

DUTY ROSTER		NATURE OF DUTY CQ Runner															ORGANIZATION Co C, 3-60 Infantry															FROM (Date) 4 Apr 94															TO (Date) 13 May 94														
GRADE	NAME	Month Day	April															May																																											
			4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																			
CPL	BROWN, H		13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																												
CPL	BROWN, R		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																		
CPL	GOWER	(5)	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																										
CPL	JONES	(1)																																																											
CPL	PAGANETTI		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																				
CPL	RANEY		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																	
SPC	MAVITY	(3)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																
SPC	MURPHY		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																			
SPC	NOVAK		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	
SPC	RIDEOUT		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																					
SPC	THOMPSON		9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																								
PFC	HOLIFIELD		10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																									
PFC	IRWIN		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																			
PFC	IRWALD		12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																											
PFC	RUSSELL		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																
PFC	STAGGS	(2)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																
PV2	DOMINA		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																
PV2	GULICK		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																				
PV2	LACROIX	(4)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																
PV2	SUTHERLAND		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																	
PV2	WITTENBERGER		8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13																							

REMARKS from reverse side:
 (1) Excused: detailed as unit armorer.
 (2) AWOL: 3 Apr - ____.
 (3) Leave: 3 - 10 Apr.
 (4) Battalion Runner: 4 Apr.
 (5) Battalion Runner: 9 Apr.

DA FORM 6
1 JUL 74PREVIOUS EDITIONS OF THIS FORM
WILL BE USED UNTIL EXHAUSTED

U.S. Government Printing Office: 1989-00-0000000

For use of this form, see AR 220-45; the proponent
agency to DCSPER.

The DA Form 6 on this page represents a facsimile of an actual form (for training purposes only).

JUN 01

For use of this form, see AR 220-45; the proponent agency to DCSPER.

LE-1-7

AAAA-BBB-C

4 April 1994

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change 1, Charge of Quarters (CQ) Runner, dated 25 March 1994

1. The following personnel will perform duties as unit Charge of Quarters (CQ) Runner as indicated:

<u>DATE</u>	<u>RANK</u> <u>NAME</u>	<u>DATE</u>	<u>RANK</u> <u>NAME</u>
4 Apr 94	_____	11 Apr 94	_____
5 Apr 94	_____	12 Apr 94	_____
6 Apr 94	_____	13 Apr 94	_____
7 Apr 94	_____	14 Apr 94	_____
8 Apr 94	_____	*15 Apr 94	_____
*9 Apr 94	_____	*16 Apr 94	_____
*10 Apr 94	_____	*17 Apr 94	_____

* denotes weekend/holiday duty.

2. Personnel will report to the 1SG at 0800 hours on day of duty for briefing. Personnel having weekend/holiday duty on 9-10 April 1994 will report to the 1SG at 0800 on 8 April 1994 for briefing. Personnel having weekend/holiday duty on 15-17 April 1994 will report to the 1SG at 0800 on 14 April 1994 for briefing

3. Uniform for duty: BDU.

FOR THE COMMANDER:

YOUR NAME
1SG, USA
First Sergeant

DISTRIBUTION:

1-each person detailed
1-CQ Instruction Book
1-file

Solution/Discussion for Learning Exercise 1

Compare your answers with the following answers. Review references for any response not answer correctly.

<u>ERROR DESCRIPTION</u>	<u>PARAGRAPH</u>
* <u>3 Apr 94 missing (Start DA Form 6 on 3 Apr 94).</u>	<u>2a(1)</u>
* <u>Leave the “TO” date blank at this time.</u>	<u>2a(2)</u>
* <u>Leave the “DAY” line blank for 12 Apr thru 13 May at this time.</u>	<u>2a(3)</u>
* <u>Combine CPLs and SPCs, list alphabetically by pay grade.</u>	<u>2c</u>
* <u>CPL JONES should not appear on this roster.</u>	<u>2b & 2d</u>
* <u>CPL RANEY, 9 Apr should read “13” with numbers increasing for weekends/holidays scheduling from there.</u>	<u>4b, 9a & 9b</u>
* <u>SPC MAVITY, 5 thru 8 Apr should read “A.” “A14” is correct for 4 Apr to indicate the last number charged.</u>	<u>7</u>
* <u>SPC MAVITY, 9 Apr should read “A0.” 10 Apr should read “A.”</u>	<u>4c(1) & (4), 8d</u>
* <u>PFC IRWIN and PFC IRWALD have names reversed.</u>	<u>2c</u>
* <u>PFC STAGGS, 4 Apr should read “U14” with numbers increasing for weekday scheduling from there.</u>	<u>4b & 9a</u>

Reference: AR 220-45 (ELO 2)

AAAA-BBB-C

4 April 1994

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change 1, Charge of Quarters (CQ) Runner, dated 25 March 1994

1. The following personnel will perform duties as unit Charge of Quarters (CQ) Runner as indicated:

<u>DATE</u>	<u>RANK</u>	<u>NAME</u>	<u>DATE</u>	<u>RANK</u>	<u>NAME</u>
4 Apr 94	<u>PFC</u>	<u>RUSSEL</u>	11 Apr 94	<u>PV2</u>	<u>LACROIX</u>
5 Apr 94	<u>SPC</u>	<u>NOVAK</u>	12 Apr 94	<u>CPL</u>	<u>GOWER</u>
6 Apr 94	<u>PFC</u>	<u>STAGGS</u>	13 Apr 94	<u>SPC</u>	<u>MAVITY</u>
7 Apr 94	<u>CPL</u>	<u>BROWN, H.</u>	14 Apr 94	<u>PFC</u>	<u>HOLIFIELD</u>
8 Apr 94	<u>PFC</u>	<u>IRWIN</u>	*15 Apr 94	<u>PV2</u>	<u>DOMINA</u>
*9 Apr 94	<u>PFC</u>	<u>RUSSELL</u>	*16 Apr 94	<u>PV2</u>	<u>LACROIX</u>
*10 Apr 94	<u>PFC</u>	<u>HOLIFIELD</u>	*17 Apr 94	<u>CPL</u>	<u>RANEY</u>

* denotes weekend/holiday duty.

2. Personnel will report to the 1SG at 0800 hours on day of duty for briefing. Personnel having weekend/holiday duty on 9-10 April 1994 will report to the 1SG at 0800 on 8 April 1994 for briefing. Personnel having weekend/holiday duty on 15-17 April 1994 will report to the 1SG at 0800 on 14 April 1994 for briefing

3. Uniform for duty: BDU.

FOR THE COMMANDER:

YOUR NAME
1SG, USA
First Sergeant

DISTRIBUTION:

1-each person detailed
1-CQ Instruction Book
1-file

Appendix c

Index of Student Handouts

**This Appendix
Contains**

This Appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, Downloaded copy of AR 220-45	SH-1-1 thru SH-1-5

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Student Handout 1

This Handout Contains

This student handout contains five (5) pages of AR 220-45 downloaded from USAPA.

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SUMMARY of CHANGE

AR 220-45

Duty Rosters

This is a transitional reprint of this publication which places it in the new UPDATE format. Any previously published permanent numbered changes have been incorporated into the text.

o

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Headquarters
Department of the Army
Washington, DC
15 November 1975

*Army Regulation 220-45

Effective 1 January 1976

Field Organizations

Duty Rosters

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:

PAUL T. SMITH
Major General, United States Army
The Adjutant General

History. This UPDATE issue is a reprint of the original form of this regulation that was published on 15 November 1975. Since that time, no changes have been issued to amend the original. This publication has been reorganized to make it compatible with the

Army electronic publishing database. No content has been changed.

Summary. This revision requires that all locally established methods and procedures must comply with the spirit and intent of this regulation; clarifies the procedure for listing names on the duty roster; and makes the use of those provisions cited in paragraph 4b and 4c compulsory. It updates the references for duty roster files; adds a reference for examples of some methods used in prorating details to units of varying size; and provides additional guidance on the use of explanatory remarks on duty rosters. It also changes figure 1, to provide an example of a consolidated roster, to illustrate a variety of explanatory remarks and their listing on the reverse of DA Form 6, and to show the correct method of listing names on a duty roster.

Applicability. See paragraph 1d.

Proponent and exception authority. Not Applicable.

Army management control process. Not Applicable.

Supplementation. Local supplementation of this regulation is permitted but is not required. If supplements are issued major Army commands will furnish one copy of each to HQDA(DAAG-AMP), Washington, DC 20314; other commands will furnish one copy of each to the next higher headquarters.

Suggested Improvements. The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA(DAAG-AMP), WASH DC 20314.

Distribution. Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Field Organizations—A(Qty Rqr Block No. 181).

Contents (Listed by paragraph and page number)

Purpose and scope • 1, *page 1*
Preparation and maintenance • 2, *page 1*
Details from duty rosters • 3, *page 1*
Posting duty rosters • 4, *page 1*
Weekends and holidays • 5, *page 1*
Disposition of completed rosters • 6, *page 1*
Details from units • 7, *page 1*
Explanation of figure 1 • 8, *page 1*
Consolidated roster • 9, *page 1*

*This regulation supersedes AR 220-45, 20 August 1965.

1. Purpose and scope

a. This regulation prescribes procedures for the maintenance of duty rosters at all levels of command and in all types of organizations, using DA Form 6 (Duty Roster).

b. Duty rosters are kept for recording the duty performed by each person in an organization in order to make an equitable determination of duty assignments. A separate roster generally will be maintained for each duty requiring the detail of individuals. All assignments to detail, except authorized special duty details, normally will be made in accordance with applicable rosters.

c. Commanders are authorized to establish methods and procedures which will best suit the needs of their organizations. However, those methods and procedures must comply with the spirit and intent of this regulation.

d. This regulation applies to the Active Army and Army Reserve, and to the Army National Guard when in an inactive duty training (IDT), annual training (AT), or mobilization status.

2. Preparation and maintenance

a. Dates will be entered as follows:

(1) The "From" date will always be the date immediately following the "To" date on the previous roster and will be entered at the time the new roster is prepared.

(2) The "To" date will always be the date of the last detail made from such roster and will be entered when the roster is closed.

(3) Intermediate dates will be entered as details from the roster are made. No date will be entered for any day that detail was not made.

b. Duty rosters will contain the names of only those persons required to perform the duty involved.

c. When a new duty roster is prepared, all names will be entered alphabetically within pay grade, beginning with the highest pay grade and using appropriate grade of rank (abbreviated) as shown in table 1-1, AR 600-20. Subsequent names will be added at the foot of the roster.

d. A person's name may be omitted or deleted from any duty roster whenever he is excused from or not qualified to perform the duty concerned.

3. Details from duty rosters

a. Generally, the person longest off the duty will be the next person detailed. When such person is not available, the person on the roster who is next longest off that duty will be detailed.

b. Whenever a person who has been detailed for a duty is unable to enter upon or complete the duty, the next person eligible on the applicable duty roster who is available will be detailed to perform or complete the duty.

4. Posting duty rosters

a. A duty roster is posted only for those days on which a detail is selected. The procedures described in *b* and *c* below will be used on all duty rosters.

b. When a detail is made from a roster, all other persons on that roster will be charged on that day with the number of such details missed since the last time they were detailed, excluding any nonchargeable days. Nonchargeable days are those referred to in *c*(1) below.

c. Whenever the duty roster is posted, the abbreviations below will be used to indicate those not available for detail. No other abbreviations are authorized.

(1) Those who are absent or otherwise not available because of leave, pass, special duty, temporary duty, illness in line of duty, or any other authorized reason not due to misconduct will be indicated by the letter "A."

TDY travel that does not extend beyond regular duty hours will not normally qualify an individual for an "A."

(2) Those eligible for detail who could not be selected because of previous detail or other duty will be indicated by the letter "D."

(3) Those not available because of being absent without leave, in arrest, in confinement, sick not in line of duty, or otherwise not

available as a result of their own misconduct will be indicated by the letter "U."

(4) Wherever the abbreviation "A" is used, the numbering sequence of days off will be interrupted. Wherever the abbreviations "D" or "U" are used, the numbering sequence will continue and the appropriate number will be included with the abbreviation. See examples in figure 1.

5. Weekends and holidays

Consolidated weekday-weekend-holiday duty rosters will be maintained whenever practicable in accordance with paragraph 9.

6. Disposition of completed rosters

Duty roster files will be disposed of in accordance with AR 340-2, AR 340-6, or AR 340-18-1, as applicable.

7. Details from units

Whenever practicable, details from units will be formed by taking units in turn according to one roster (DA Form 6 may be used by listing unit designations in the place of individual names).

When not practicable, a commander may devise his own method of assigning details to units. Appendix B, FM 22-6 gives examples of some methods that may be employed. However, it is emphasized that commanders may use whatever system best meets their needs as long as equity is maintained.

8. Explanation of figure 1

a. The sequence of numbers shows the number of details made from this roster since the person concerned was last detailed as charge of quarters, excluding any details made from the roster while such person was in a nonchargeable status (para 4c(1)).

b. The diagonal lines in the right corner of any block indicate performance of the duty on that date.

c. The numbers in parentheses immediately following a person's name refer to a corresponding explanatory remark on the reverse of the roster. Examples shown in figure 1 are not intended to limit the types of remarks that may be used, nor are they required in all cases. Personnel responsible for the preparation and maintenance of rosters will determine the necessity or desirability of using an explanatory remark each time an individual is not available for detail. As an example, while it may be desirable to use a remark indicating a leave period for an individual on a roster with only a small number of personnel listed, it may prove to be less time-consuming and therefore more economical to use other source documents for reference when a roster contains a large number of names. However, as a minimum, a remark will be used to explain the reason an individual's name was added to or deleted from a roster.

d. A number is used with the abbreviation "A" in the column for 14 February to indicate the last number charged, as shown on the previous duty roster, before the person entered upon the nonchargeable status. Entering such a number in the first column of a new roster eliminates the necessity for referring to the old roster when the person returns to a chargeable status.

9. Consolidated roster

Where consolidated rosters are maintained, the procedure outlined in paragraph 8 will apply with the following exceptions:

a. Entries for weekends and holidays, as well as entries for weekdays, will be posted on the same roster. Separate numbering sequences may be established.

b. The weekend-holiday periods may be indicated by a system of vertical red lines, as indicated by heavy lines in figure 1, or by entering the dates, numbers, and diagonal lines, indicating performance of duty on those dates, in red to identify or separate the weekend-holiday periods from the weekday postings.

DUTY ROSTER		NATURE OF DUTY	ORGANIZATION	FROM (Date)	TO (Date)																												
		Charge of Quarters	Co A, 3d Infantry	14 Feb																													
GRADE	NAME	Month	February														March																
		Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SFC	Able		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SFC	Brown (9)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SP7	Burch (6)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SFC	Cook (4)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SFC	George, G.B.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SP6	Amer (1)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SSG	Boise		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SGT	Call		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SP5	Dunn (7)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SGT	George, A.Z.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SGT	Himes		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
CPL	Botts (18)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
CPL	Daly		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SP4	Easy (7)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
CPL	Fox		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SP4	George, A.A.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
CPL	Hove (2)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SFC	Cody (3)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SP4	Bates (6)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

DA FORM 6
1 JUL 74PREVIOUS EDITIONS OF THIS FORM
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Figure 1.

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- (1) Sick in quarters
 - (2) 72 hour Pass (soldier of the month)
 - (3) Leave 21-24 Feb
 - (4) Staff Duty NCO
 - (5) Assigned and joined
 - (6) Relieved as company clerk
 - (7) Excused—detailed as company clerk
 - (8) AWOL
 - (9) PCS
 - (10) Leave 2-9 Mar

Figure 1. —Continued

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